

**This Request must be submitted in order to obtain approval to create a solicitation that exceeds the department's existing purchasing authority. All requested information must be provided for this request to be considered.**

<b>Describe the project, include quantity of specific items to be procured and any services that the contractor will provide:</b>

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**Provide responses that are thorough and complete or this form may be returned unapproved.**

- 1. Briefly describe the solicitation process to be used (IFB) and what phases will be utilized for this procurement. Provide a list of the procurement's key action dates that includes the date for advertising in the CSCR. Note that the solicitation may not be advertised until this Request and the solicitation are approved by TAS.**
- 2. Describe the evaluation methodology proposed for this project, including:**
  - the administrative and technical criteria and how they will be assessed,
  - any risk mitigation measures being considered and how they will be evaluated.
- 3. What kind of peer review will the department use to ensure that the solicitation:**
  - includes all pertinent requirements,
  - thoroughly integrates the requirements with the evaluation methodology, and
  - has been read and edited for content, spelling and grammar.
- 4. What kind of contract security document (i.e., Letter of Bondability (Surety Bond), or performance bond) is required by the solicitation? What percentage of the estimated value of the procurement does the security document represent? What were the considerations in selecting the type of security document?**
- 5. How will the department ensure that the process for competition is open and competitive? What methods will be used to solicit competition? Will a Request for Interest (RFI) be used? What is the process for the RFI?**
- 6. Is there potential for California certified small businesses (SB) and disabled veteran business enterprises (DVBE) to participate in this solicitation? How will the solicitation be structured to facilitate participation by SB's and DVBE's?**
- 7. Describe the State's procurement project management team. List the key personnel by name and title and include their procurement experience (do not just state the # of years). Designate the procurement contact person. Have they been identified in the solicitation?**
- 8. Describe the contract implementation management team as required by the solicitation. List the key personnel by job title and required experience.**

9. **The most current version of the GSPD 401 Non-IT General Provisions and the Bidder Instructions must be incorporated into the solicitation.** The department's specific business needs should be included in the Statement of Work along with other additional project specific provisions. No modifications to the General Provisions are allowed and, if needed, must be approved by Procurement Division in advance of publication of the solicitation.

10. **Are there any political issues that could affect the solicitation process or the outcome of the solicitation?**

11. **Have all required pre-approvals been received (i.e., DGS/Fleet, PIA, etc)? Include a copy of the approval documents.**

**CHECK AND ATTACH ALL THAT APPLY TO THIS REQUEST:**

- ☐ Department of General Services--Fleet
- ☐ Department of General Services--PIA
- ☐ Department of General Services—Surplus Property Program
- ☐ Department of General Services--OSP
- ☐ Department of General Services—Community-based Rehabilitation Program (CRP)

12. **Describe any other significant factors affecting this project.**